

AMERICAN COLLEGE OF HEALTHCARE EXECUTIVES

(ACHE)

DANTES Test Centers' Authorization

The American College of Healthcare Executives (ACHE) authorizes military installations with DANTES Test Centers to administer the Board of Governors Examination in Healthcare Management (BOG) certification examination.

Background

Founded in 1933, the American College of Healthcare Executives is an international professional society of 30,000 healthcare executives who lead our nation's hospitals, healthcare systems, and other healthcare organizations. ACHE is known for its prestigious credentialing and educational programs and its annual Congress on Healthcare Management, which draws more than 4,000 participants each year. ACHE is also known for its journal, the *Journal of Healthcare Management*, and magazine, *Healthcare Executive*, as well as ground-breaking research and career development and public policy programs. ACHE's publishing division, Health Administration Press, is one of the largest publishers of books and journals on all aspects of health services management in addition to textbooks for use in college and university courses. Through such efforts, ACHE works toward its goal of being the premier professional society for healthcare leaders by providing exceptional value to its members.

Address

American College of Healthcare Executives
1 North Franklin
Suite 1700
Chicago, IL 60606-4425

Phone: Membership (312) 424-9400

Fax: (312) 424-9405

Web site: <http://www.ache.org/>

Description

Examination Information

Test takers are given 4 hours to complete the examination. The exam begins with a short biographical data questionnaire that takes less than five minutes to complete. The exam consists of 170 multiple-choice questions covering 10 healthcare knowledge areas. Each question has four possible answers, but only one is correct. A candidate's reported score on the written exam equals the total number of correct responses. There is no penalty for incorrect answers. Therefore, it is to your advantage to answer every question, even when uncertain of the correct answer. No credit is given for questions with more than one response.

Examination Content

The exam consists of 10 knowledge areas. Greater detail is available on the web site, www.ache.org.

Knowledge Area	Percentage	Number of Questions
Human Resources Knowledge	11	19
Governance and Organizational	6	10
Financial Knowledge	10	17
Healthcare Technology & Information	7	12
Quality & Performance Improvement	11	19
Laws and Regulations	10	17
Professionalism & Ethical Knowledge	8	13
Healthcare Knowledge	14	24
Management Knowledge	11	19
Business Knowledge	12	20

Eligibility

Eligibility Requirements

This examination is offered to military affiliates of the American College of Healthcare Executives serving outside of the United States, Canada, Puerto Rico, or Guam.

1. Master's degree and two years' healthcare management experience or bachelor's degree and five years' healthcare management experience
 2. 12 hours of continuing education credit, either Category I (ACHE education) or Category II (non-ACHE education) credit during the past two years.
 3. Evidence of participation and leadership in healthcare and community/civic affairs.
 4. Two references – from two ACHE Fellows or from one ACHE Diplomate and one Fellow (As part of the reference process, the candidate will complete a structured interview with one of their Fellow references)
-

Application Procedures

How to obtain an application

Applications are available for downloading at www.ache.org, or you may request a hardcopy be mailed to you.

The required reference forms are also available online. Your reference may complete the reference online and send it electronically to ACHE or they may mail or fax the reference to our office.

Application Procedures cont.

Steps to sit for the BOG exam

1. Complete and submit the Application for Advancement to Diplomate, along with the \$200.00 exam enrollment fee to ACHE. Upon approval, you will be authorized to sit for the Board of Governors Examination in Healthcare Management. Please note that your authorization is valid for two years. If you do not take the exam within that two-year period, you will need to reapply to advance to Diplomate status.
 2. With your authorization, you will receive an exam registration form from ACHE. This form is used to tell ACHE where you wish to take the exam.
 3. Prepare for the examination through local study groups, the Online Tutorial or independent study.
 4. Return the exam registration form to ACHE along with the \$200.00 exam registration fee (or coupon) when you feel prepared to take the exam. Please note that you must take the exam within 90 days of the date in which you paid your examination fee. If you are using the coupon from the Diplomate campaign, you must take the test before the expiration date on your coupon.
 5. You will receive confirmation from ACHE.
 6. A position in healthcare management with significant responsibilities as interpreted by the Credentials Committee.
 7. Completed Diplomate advancement application
-

Program Materials and Assistance

Study Materials You should use a variety of sources to study for the exam, such as books, healthcare journals and other periodicals and textbooks. To find out which areas you should give special attention to, we recommend that you use our free *Reference Manual*, which provides an overview of the exam and the topics covered in it. Other resources and study tips are available in the CHE & FACHE area of www.ache.org. You may also enroll in the Online Tutorial course for a fee.

Exam Scoring

Test Results Scores are derived on a criterion-referenced basis; that is, candidates are measured against a predetermined standard of performance, rather than being compared with other candidates. Experts estimate the probability that an individual with at least a basic knowledge of healthcare management and with moderate to extensive knowledge in specific areas would answer each test item correctly. Estimates are averaged and then summed to yield a pass score.

Ordering

Ordering

The Board of Governors exam (BOG) cannot be ordered directly. ACHE will send an examination to the authorized DANTES Test Center only after a candidate has submitted an application for the exam, has paid all required fees and has been authorized to sit for the exam.

All correspondence should be sent to:

American College of Healthcare Executives
ATTN: Patricia Griffith, FACHE
1 North Franklin, Suite 1700
Chicago, IL 60606

E-mail: pgriffith@ache.org
Phone: (312) 424-9377
Fax: (312) 424-9405

Certification Fees

Fees

\$200 Exam Enrollment Fee (there is **no** waiver for this fee)
Plus
\$200 Exam Registration Fee (or Diplomate campaign coupon)

Re-examination fee: \$200.00
Recertification fee: \$350.00

Recertification

Continuing Education

Affiliates who are currently Diplomates or Fellows may re-take the Board of Governors Examination in lieu of the continuing education hours required for recertification. The fee to take the examination for recertification is \$350.00.

Refunds

Refunds

The \$200.00 Exam *Enrollment* Fee is non-refundable.

The \$200.00 Exam *Registration* Fee is non-refundable after the exam has been sent to the exam center.

Administration

Military Administration

DANTES TEST CENTERS MAY ADMINISTER THE BOG CERTIFICATION EXAMINATION TO ELIGIBLE ACTIVE DUTY MILITARY AND RESERVE COMPONENT PERSONNEL ON AN UNFUNDED (EXAMINEE PAYS) BASIS UNLESS EXISTING MILITARY REGULATIONS PROVIDE OTHERWISE.

Civilian Administration

DANTES test centers may administer the BOG certification examination to the following civilians on an **UNFUNDED (EXAMINEE PAYS) AND SPACE-AVAILABLE BASIS** according to local command policy and Service regulations:

- Retired military personnel
 - Military family members
 - Veterans, and
 - U.S. federal employees
-

Problems

Problems	If information pertaining to the examination is not received in a timely manner, please contact ACHE.
-----------------	---

Security

Test Loss or Compromise	Refer to Part I of the <i>DANTES Examination Program Handbook (DEPH)</i> for complete instructions if there is a BOG test loss or compromise.
--------------------------------	---

Contact DANTES immediately and refer to specific Service regulations for complete procedures. DANTES address is:

DANTES	Phone: (850) 452-1360
Code 20F	DSN: 922-1360
6490 Saufley Field Road	Fax: (850) 452-1005
Pensacola, FL 32509-5243	

Web Pages and E-mail Addresses

DANTES Web Address	Access the DANTES web pages at http://www.dantes.doded.mil .
---------------------------	--

ACHE Web Address	Access the ACHE web page at www.ache.org .
-------------------------	--

DANTES E-mail Address	The DANTES Certification Program E-mail address is certprog@voled.doded.mil .
------------------------------	---
